
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF THE DIRECTOR

INSPECTOR GENERAL

*and
Legislative Council*



Permanent Material

INSPECTOR GENERAL

Item No.

- X1
- 1 IG Subject File
Consists of correspondence, and other papers which accumulate in the performance of the functions assigned to the Inspector General in accordance with Files are maintained by subject or Area.
 - 2 Survey Reports
Consists of reports furnished to the Director on inspections conducted throughout the Agency relating to the proper assignment of Agency functions and missions and the methods and procedures of such performances by the components of the Agency.
 - 4 Committee Reports
External committee reports on investigations, and studies of the Agency or intelligence community (such as the Doolittle Committee, etc.)
 - Legislative Counsel

Transferred to General Counsel

 - 5 Subject File
Consists of correspondence, house reports, bills, resolutions, and other papers pertaining to legislation affecting the Agency; also letters to members of Congress pertaining to individuals sponsored by Congressmen, suggestions for Agency intelligence coverage and other liaison activities with members of Congress. Filed alphabetically by subject or by name of Congressmen.
 - 6 Congressional Committee File
These are case files containing correspondence, reports, and other papers pertaining to Senate and House Committee debates, hearings and testimony on bills and legislative programs of interest to the Agency. File also includes requests for the transmittal of Agency reports and information to the Committees. Filed alphabetically by name of Committee.

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 12.03-56
for the Inspector General is approved
and authority hereby given to im-
plement the disposition instructions
contained thereon.

Preparation and Review

[Redacted Signature Box]

8 June 1956
Date

[Redacted Signature Box]

Chief, Records Disposition
Branch

21 June 1956

[Redacted Signature Box]

Chief, Records Management
Staff

21 June 1956
Date

25X

RECORDS CONTROL RELEASED 2005/11/21 : CIA-RDP78-00487A000100070001-5 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070001-5		SCHEDULE NO. 7A000100070001-5	
OFFICE, DIVISION, BRANCH ODCI - INSPECTOR GENERAL		CONCURRENCE SIGNATURE _____ DATE _____ 25	
TITLE 015b		DATE 4 June 1956	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	IG SUBJECT FILE Consists of correspondence, and other papers which accumulate in the performance of the functions assigned to the Inspector General in accordance with _____ Files are maintained by subject or Area. (1951-1956)	2.0	Permanent. Disposal not authorized. Retire inactive files to the Records Center when 5 years old.
2	SURVEY REPORTS Consist of reports furnished to the Director on inspections conducted throughout the Agency relating to the proper assignment of Agency functions and missions and the methods and procedures of such performances by the components of the Agency. (1953-1956)	1.8	Permanent. Disposal not authorized. Place in inactive file upon completion of survey; transfer to the Records Center 5 years thereafter.
3	Individual Case INSPECTION FILES Consist of the documents accumulated in conducting hearings or conferences as a result of complaints, suggestions or problems of individuals which are brought or referred to the Inspector General for investigation. Maintained as case files and filed numerically with cross reference to names. (1953-1956)	1.5	Temporary. Destroy when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>COMMITTEE REPORTS</p> <p>External committee reports on investigations, and studies of the Agency or intelligence community (such as the Doolittle Committee, Watch Committee, etc.).</p> <p>(1953-1956)</p> <p><i>RCM</i></p>	1.2	<p>Permanent. Disposal not authorized. Retire to the Records Center when 5 years old.</p>

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RECORDS CENTER Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070001-5		SCHEDULE NO. 7A000100070001-5	
OFFICE, DIVISION, BRANCH ODCI - INSPECTOR GENERAL - LEGISLATIVE COUNSEL		CONCURRENCE SIGNATURE s/ 	
		TITLE DATE Legislative Analyst 1 June 56	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
5	SUBJECT FILE Consists of correspondence, house reports, bills, resolutions, and other papers pertaining to legislation affecting the Agency; also letters to members of Congress pertaining to individuals sponsored by Congressmen, suggestions for Agency intelligence coverage and other liaison activities with members of Congress. Filed alphabetically by subject or by name of Congressman. (1946-1956)	7.0	Permanent. Disposal not authorized. Cut off file at the end of each Congress; retire to the Records Center two years thereafter.
6	CONGRESSIONAL COMMITTEE FILE These are case files containing correspondence, reports, and other papers pertaining to Senate and House Committee debates, hearings and testimony on bills and legislative programs of interest to the Agency. File also includes requests for the transmittal of Agency reports and information to the Committees. Filed alphabetically by name of Committee. (1947-1956)	4.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
7	LEGISLATION FILE Consists of House and Senate Bills, Resolutions, Reports, Concurrent and Joint Resolutions, with related correspondence and comments. Maintained for ready reference to new and proposed legislation of interest to the Agency. Filed alphabetically by subject.	6.0	Permanent. Retire at end of each Congress, except that legislation which is pending or still of interest to the Staff.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>CONVENIENCE FILE (READING)</p> <p>Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954-1956)</p>	1.4	Temporary. Destroy when two years old. Cut off at the end of each year; destroy 2 years thereafter.
9	<p>JOURNAL OR DIARY FILE</p> <p>A summarized record of daily events, conversations, and activities. Filed chronologically. (1954-1956)</p>	2.6	Permanent. Disposal not authorized. Cut off at the end of each year; transfer to the Records Center 2 years thereafter.
10	<p>APPLICANT CARD FILE</p> <p>Consists of a 5 x 8 card record on each applicant for Agency employment who has been sponsored by a member of Congress. Card contains a summarized account of each case and is used as a tickler file. Filed alphabetically by surname.</p>	4.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
11	<p>DISTRIBUTION CONTROL FILE</p> <p>Consists of a 5x8 card record giving the list of individuals to whom distribution of Congressional hearings, reports, etc. should be made. Filed by name of Committee or report.</p>	.5	Temporary. Destroy when obsolete or superseded.

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12	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070001-5		
	<p>REFERENCE PUBLICATIONS</p> <p>These are extra copies of Public Laws, Congressional Registers, Digests of Congressional Bills, M.S.A. Act, CIA Act, and other publications which are used for reference purposes.</p>	3.0	<p>Temporary. Destroy when superseded or no longer needed for reference purposes.</p>

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